



## WORKFORCE INVESTMENT COUNCIL DISTRICT OF COLUMBIA



WIC Policy No.	Subject	Date
2013.001	DC WORKFORCE SYSTEM ROLES AND RESPONSIBILITIES	April 9, 2013

**ISSUING ENTITY:**

State Workforce Investment Council

**SCOPE:**

State Workforce Board, State Administrative Entity, Local Workforce Board, Local Workforce Administrative Entity, One-Stop Operator, and Workforce System Stakeholders

**REFERENCES:**

Workforce Investment Act (Public Law 105-221, Section 121); 20 CFR Part 662 of the WIA Regulations; Mayor's Order establishing the Workforce Investment Council.

**EFFECTIVE DATE:**

October 1, 2013

**OBJECTIVE:**

This policy outlines the roles, responsibilities and authority of the Chief Elected Official, DC Office of Boards and Commissions, the State and Local Workforce Investment Council, DC Department of Employment Services, DC and the DC Office of the Chief Financial Officer in regard to the local workforce system.

**BACKGROUND:**

The Workforce Investment Act establishes statutory roles and responsibilities for various entities to carry out the administration and oversight of state and local workforce investment systems. Since the District of Columbia is a single state delivery area – meaning it is both a state and a local area for WIA purposes – the Mayor, the DC Workforce Investment Council (WIC), the Department of Employment Services (DOES), and the Office of the Chief Financial Officer (OCFO) each fulfill specific state and local responsibilities defined under the law.<sup>1</sup>

**ROLES AND RESPONSIBILITIES:**

- A. **Mayor.** The **Mayor** serves two roles defined in WIA:
1. State Role – The Mayor has all responsibilities assigned to the “Governor” including appointment of the state workforce board and submission of the state plan.
  2. Local Role – The Mayor has all responsibilities assigned to the “Chief Elected Official,” including appointment of the local workforce board, appointment of a fiscal agent for WIA funds, and approval of the local workforce budget.

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<sup>1</sup> The Office of Boards and Commissions is responsible for swearing members of the WIC

## #01-2013 DC Workforce System Roles and Responsibilities

Mayor		
<i>Mayor As Governor (State Roles)</i>	<i>Function</i>	<i>Statutory/Regulatory Authority</i>
	Selects WIC State Board Members	§111(a)
	Designates Local Workforce Area	§116(a)
	Appoints WIC State Board Chair	
	Certifies Local WIC Board	§117(c)(2)
<i>As Mayor/Local Elected Official (Local Role)</i>	<i>Function</i>	<i>Statutory/Regulatory Authority</i>
	Selects WIC Local Board Members	§117(a)
	Appoints WIC Local Board Chair	§117(b)(5), 661.320
	Establishes Membership Structure for Standing Committees	Mayor's Order
	Collaborates with WIC State and Local Board on Selection of WIC Executive Director	
	Approves WIA Budget and Spending Plan Provided by WIC Local Board	§117(d)(3)(A)
	Serves as Local Grant Recipient and Is Liable for WIA Local Grant Funds	§117(d)(3)(B)
	Designates Entity to Serve as Local Fiscal Agent for WIA Funds	§117(d)(3)(B)
	Supervises Workforce Investment Council Executive Director who is hired in a joint collaboration of the Mayor and the Workforce Investment Council	
	Empowers the Workforce Investment Council Executive Director to hire and oversee Council staff	

B. **Workforce Investment Council (WIC)**. The **WIC** is appointed by the Mayor, and serves two roles defined in WIA:

1. State Role – The WIC is the “*State Workforce Investment Board*,” and is responsible for assisting the Mayor in carrying out a range of state responsibilities, including developing the state strategic workforce plan, negotiating statewide performance measures, and setting statewide policies for the workforce system.
2. Local Role – The WIC is the “*Local Workforce Investment Board*,” and is responsible for overall administration and oversight of workforce system, including certifying one-stop operators, establishing eligibility standards for training providers receiving WIA funding, and selecting providers of WIA Youth services.

WIC Board members are considered to serve as both state and local board members. The WIC is currently developing procedures to ensure that all policy decisions are clearly defined as either state or local actions, and are clearly authorized by federal and District law.

## #01-2013 DC Workforce System Roles and Responsibilities

<b>Workforce Investment Council</b>		
<b><i>As State Workforce Investment Board</i></b>	<b><i>Function</i></b>	<b><i>Statutory/Regulatory Authority</i></b>
	Collaborates with Mayor on Selection of State WIC Executive Director <sup>2</sup>	
	Develops State Integrated Workforce Plan Jointly with DOES	§111(d)(1)
	Negotiates WIA Performance Measures Jointly with DOES	§111(d)(6)
	Develops WIA Annual Report Jointly with DOES	§111(d)(7)
	Develops Applications for Incentive Grants under §503 of WIA	§111(d)(9)
	Convenes Quarterly Meetings	
	Sets State Policy for DCAJC Centers and WIA-Funded Activities (Including: Certification, One-Stop System, Adult and Dislocated Worker Services, Local Governance/Conflict of Interest, Co-Enrollment, Individual Training Account, Business Services, On-the-Job Training, WIA Grievance and Complaint Resolution Procedures, National Emergency Grants, Rapid Response, and Workforce Innovation Grant, Communication	
	Creates State Board By-Laws	
	Develops and Implements Statewide Employment and Training Activities	
	Determines Use of Statewide Funds to Support Discretionary Activities <sup>3</sup>	
<b><i>As Local Workforce Investment Board</i></b>	<b><i>Function</i></b>	<b><i>Statutory/Regulatory Authority</i></b>
	Collaborates with Mayor on Selection of Local WIC Executive Director	
	Establishes Local Board Governance Structure and Committee Structure	
	Creates Local Board By-Laws	
	Sets Local Policy for DCAJC Centers and WIA-Funded Activities (Including: Youth Program Designs, Request for Proposal Process, Priority of Service, Supportive Services, WIA Oversight	§117(a)

<sup>2</sup> The State WIC Executive Director will also serve as the Local WIC Executive Director and hire staff that will work on both functions.

<sup>3</sup> Currently WIC uses the Governor's Statewide Funds to Cover Staffing of the WIC

## #01-2013 DC Workforce System Roles and Responsibilities

	and Monitoring	
	Provides Policy Guidance to DCAJC Centers and WIA-Funded Activities	§117(a)
	Conducts Oversight of DCAJC Centers and WIA-Funded Activities by Monitoring and Evaluating	§117(a)
	Selects and Certifies DCAJC Operator	§117(d)(2)(A), §121
	Terminates DCAJC Operator	§117(d)(2)(A)
	Develops Memorandum of Understanding with Required DCAJC Partners	§121(a)
	Establishes and Maintains Eligible Training Provider List	§117(d)(2)(C)
	Recertifies Eligible Training Providers	§122
	Convenes Quarterly Meetings	§117(e)
	Develops and Implements Process for Selection of Youth Providers	§117(d)(B)
	Designates Youth Council Members	§117(h)
	Establishes Local WIC Operating Budget	
	Advises OCFO on Overall WIA Budget and Spending Plan— Local WIC and DOES Negotiate Budget and Spending Plan, Local WIC Approves and Submits to Mayor	
	Directs Fiscal Agent to Disburse Funds for Workforce Investment Activities, Subject to Compliance with the Requirements of WIA	
	Has Access to All Data Systems Specific to WIA Activities <sup>4</sup>	
	Employs WIC Staff	
	Solicits Grants	
	Promotes the WIA System through Branding and Marketing Policies	
	Coordinates Workforce Investment Activities with Economic Development Strategies and Other Employer Linkages	
	Determines Business Services Model and Collaborate with DOES for Implementation	
	Supports Staff Training and Technical Assistance for DCAJC Front-Line Staff and Sets Minimum Standards in DCAJC	

<sup>4</sup> Currently using Geo Solutions Virtual One-Stop for data collection

## #01-2013 DC Workforce System Roles and Responsibilities

	Certification Process	
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C. **Department of Employment Services.** The **DOES** currently serves three roles defined in WIA:

1. State Role – DOES has been designated by the Mayor to serve as the *Grant Recipient and Fiscal Agent* for all WIA funds received by the District, and is responsible for disbursing such funds in accordance with policies set by the WIC.
2. Local Role – DOES is designated by the WIC to serve as the *One-Stop Operator, with primary responsibility for staffing and operating DC American Job Centers.*
3. Local Role – DOES serves as *Service Provider* for both Wagner-Peyser (WP) and Workforce Investment Act (WIA) Adult and Dislocated Worker programs. DOES also provides monitoring and oversight of WIA Youth providers selected by the WIC.

DOES also fulfills a number of key state responsibilities, including preparation and submission of required federal performance and financial reports, administration of the statewide employment statistics system, and development of the WIA annual report in cooperation with the WIC.

Department of Employment Services		
<i>As State Agency</i>	<i>Function</i>	<i>Statutory/Regulatory Authority</i>
	Develops a Statewide Employment Statistics System	
	Prepares and Submits Required Federal Reports in Cooperation with the WIC	
	Develops State Integrated Workforce Plan Jointly with State WIC	§111(d)(1)
	Negotiates WIA Performance Measures Jointly with State WIC	§111(d)(6)
	Develops WIA Annual Report Jointly with State WIC	§111(d)(7)
	Develops Applications for Incentive Grants Under §503 of WIA with State WIC	§111(d)(9)
	Distributes All Submitted Reports to WIC Executive Director	
<i>As Local Agency</i>	<i>Function</i>	<i>Statutory/Regulatory Authority</i>
	Serves as Fiscal Agent for Local WIA Funds	§117(d)(3)(8)
	Serves as DCAJC Operator Appointed by WIC Approved Certification Process	
	Supports Staff Training and Technical Assistance for DCAJC Front-Line Staff and Meets Minimum Standards in DCAJC Certification Process	

## #01-2013 DC Workforce System Roles and Responsibilities

	Provides Core and Intensive Services	
	Provides Training Services According to WIC Policies	
	Processes Invoices	
	Approves Individual Training Account Contracts	
	Approves On-the-Job Training Contracts	
	Establishes Staffing Plan for Local Workforce Delivery System	
	Develops and Manages Procedures Created to Support WIC Policies and Program Operations	
	Negotiates Budget with Local WIC Board and OCFO	
	Serves as Administrator of WIA Youth Grants that are Formally Approved by WIC	
	Enters Into Facility Lease Agreements Associated with the Workforce System	
	Works with One-Stop Partners to Deliver Services Prescribed in the Memorandum of Understanding and Resource Sharing Agreement	
	Maintains All Required WIA Program and Participant Data	
	Provides WIC Executive Director Access to All Data Systems	

- D. **Office of the Chief Financial Officer (OCFO).** OCFO has primary responsibility for developing the District's WIA budget, in accordance with spending plans developed jointly by the WIC and DOES.

Office of the Chief Financial Officer (OCFO)		
	<i>Function</i>	<i>Statutory/Regulatory Authority</i>
	Develops Annual Budget in Partnership with DOES and Local WIC	

### RESCISSIONS:

None

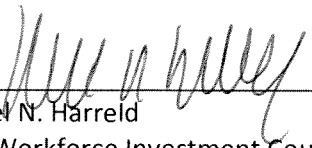
### CONTACT ENTITY:

Inquiries regarding this rule should be directed to the Executive Director for the State Workforce Investment Council.

## #01-2013 DC Workforce System Roles and Responsibilities

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### APPROVAL:

  
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Michael N. Harreld  
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